

Evaluation Factors for Award

The Government will make award to the responsible offeror(s) whose offer conforms to the solicitation and is most advantageous to the Government, cost or other factors considered. For this Request for Quotation, all evaluation factors other than cost or price when combined are significantly more important than cost or price. Quotations will be evaluated on a pass/fail (yes/no) basis. Only quotations that receive passing marks for all criteria will be considered "acceptable". Award will be made to the lowest priced, technically acceptable offer.

This procurement shall be awarded based on the following 'best value' evaluation criteria:

1. Technical Approach: Demonstrated technical approach and demonstrated ability to provide this service based on the stated requirements in the Statement of Work (SOW) and that includes a description of the contractor's technical management approach to accomplish the requirements within the specified time frame. Offeror must include demonstrated technical knowledge of issues and access to resources to complete the stated tasks, including the following:

- Technical knowledge and understanding of air quality issues to be addressed at the conference, including forecasting, air awareness programs, and realtime reporting and mapping, such that the offeror can assist in the development of the conference agenda.
- Knowledge of and access to National and International experts involved in air quality and air awareness programs, so as to assist in identifying and securing conference session moderators and speakers, as well as interested conference attendees.

2. Past Performance: Proposals shall reflect demonstrated experience and success in planning and coordinating conferences for Governmental Agencies which have a minimum of 400 attendees, multiple concurrent sessions, general sessions and exhibitors. Demonstrate successful past performance of the offeror and any major subcontractors, as evidenced by information gathered concerning the identified list of contracts and subcontracts completed during the past three years and those currently in process for similar work.

Offerors shall submit a list of all or at least 3 contracts and subcontracts completed in the last 3 years, and all contracts and subcontracts currently in process with Governmental Agencies, which are similar in nature to this requirement.

Include the following information for each contract and subcontract listed:

- (a) Name of contracting activity.
- (b) Contract number.
- (c) Contract title.
- (d) Contract type.
- (e) Brief description of contract or subcontract and relevance to this requirement.
- (f) Total contract value.
- (g) Period of performance.
- (h) Contracting officer, telephone number, and E-mail address (if available).
- (i) Program manager/project officer, telephone number, and E-mail address (if available).

3. Price